

**142A.5 Director and administrator duties.**

1. The director shall do all of the following:
    - a. Establish and maintain the division of tobacco use prevention and control.
    - b. Employ a separate division administrator, in accordance with the requirements of section 142A.4, subsection 15, in a full-time equivalent position whose sole responsibility and duty shall be the administration and oversight of the division. The division administrator shall report to and shall serve at the pleasure of the director. The administrator shall be exempt from the merit system provisions of chapter 8A, subchapter IV.
    - c. Coordinate all tobacco use prevention and control programs and activities under the purview of the department.
    - d. Receive and review budget recommendations from the commission. The director shall consider these recommendations in developing the budget request for the department.
    - e. Enter into contracts with the alcoholic beverages division of the department of commerce, to provide enforcement of tobacco laws and regulations. Such contracts shall require that enforcement efforts include training of local authorities who issue retailer permits and education of retailers.
  2. The administrator shall do all of the following:
    - a. Implement the initiative, coordinate the activities of the commission and the initiative, and coordinate other tobacco use prevention and control activities as assigned by the director.
    - b. Monitor and evaluate the effectiveness of performance measures.
    - c. Provide staff and administrative support to the commission.
    - d. Administer contracts entered into under this chapter.
    - e. Coordinate and cooperate with other tobacco use prevention and control programs within and outside of the state.
    - f. Coordinate the efforts of the division with tobacco law enforcement programs funded through the commission.
    - g. Provide necessary information to the commission to assist the commission in making its annual report to the joint appropriations subcommittee pursuant to section 142A.4, subsection 13, and in fulfilling other commission duties pursuant to section 142A.4.
- 2000 Acts, ch 1192, §5, 17; 2003 Acts, ch 145, §190; 2004 Acts, ch 1176, §8, 9